



MAYOR AND COUNCIL AGENDA

NO. 7

DEPT.: Finance /
STAFF CONTACT: Dominic Del Pozzo

DATE PREPARED: April 8, 2005
FOR MEETING OF: April 18, 2005

SUBJECT: Introduction and adoption of ordinance to provide for a City of Rockville supplement to the Homeowner's Tax Credit.

RECOMMENDATION: Introduce and adopt the attached ordinance. If the Mayor and Council wish to introduce the ordinance and proceed to adoption at the same meeting, the ordinance should first be introduced, then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four members of the Mayor and Council, the ordinance may then be adopted.

DISCUSSION: The attached ordinance would establish a City supplement to the State Homeowners Tax Credit, which is described in the second attachment. Under the ordinance, the amount of the City credit would be 35 percent of the State credit. Last year, 301 owner-occupied, low- to moderate-income households in the City received an average State credit of \$700. This ordinance would increase that amount by \$245. The amount of the City supplement may not exceed the amount of City property tax after accounting for the portion of the State credit that applies to the City tax bill. The City will engage in an aggressive outreach campaign to expand participation in the program. This campaign is discussed in the third attachment. September 1st is the deadline to apply for a credit on FY06 property tax (to be paid this fall). Introduction and adoption of the ordinance will enable the communication team to commence its outreach campaign.

Example: A Rockville family has a gross annual income of \$25,000 and lives in a townhouse assessed at \$150,000. Their property tax bill is \$2,034 (City portion, \$483), and they qualify for a State Homeowners Tax Credit of \$744 (City portion, \$179). Under this ordinance, they would also qualify for a \$260 City supplement to the State credit. Since the sum of the credits applied to City taxes (\$179 plus \$260, or \$439 is less than the City tax liability of \$483, the household would be able to receive the full credit.

Fiscal Impact: The fiscal impact of this ordinance is estimated to be about \$70,000. This is 35 percent of the total value of the State's Homeowners Tax Credit that went to Rockville residents in FY 2004. The City's outreach program is expected to increase participation and thus increase the fiscal impact of this ordinance. But this increase should be balanced by two factors that would reduce the impact if all other factors were equal. First, rising incomes reduce the pool of eligible homeowners each year because the qualifying income levels remain constant. Second, the City ordinance limits the amount of the credit to the homeowner's real property tax liability to the City. In other words, the City credit will be less than 35 percent of the State credit in cases where the City tax liability has been fully covered.

Next Steps: If the Mayor and Council adopt this ordinance, the communication team will begin its outreach efforts and the Finance Department will coordinate with the State and County to initiate the program and ensure that it is properly administered.

PREPARED BY:

R. P. Ruffalo

APPROVED BY:

Scott Ullery

DATE:

4/12/05

LIST OF ATTACHMENTS:

Ordinance to supplement the Homeowner's Property Tax Credit

Background on Homeowners Property Tax Credit from SDAT website

Application for Homeowners Tax Credit

Memo to Scott Ullery from Communications Team re: Outreach for Circuit Breaker

Ordinance No. _____ ORDINANCE To amend Chapter 22, "Taxation," of the Rockville City Code so as to add a new Article to provide for a local supplement to the State Homeowner's Property Tax Credit Program

WHEREAS, Section 9-215.1 of the Tax-Property Article of the Annotated Code of Maryland authorizes a municipality to grant a local supplement to the State Homeowner's Property Tax Credit Program; and

WHEREAS, the local supplement may equal a percentage not to exceed 50% of the State homeowner's property tax credit provided under Section 9-104 of the Tax-Property Article of the Annotated Code of Maryland; and

WHEREAS, by this Ordinance, the Mayor and Council desires to adopt a local supplement to the State Homeowner's Property Tax Credit Program to provide tax relief against City property taxes for low-income and other homeowners who qualify for the State homeowner's property tax credit and set the amount of the local supplement at thirty-five percent (35%) of the State homeowner's property tax credit amount.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILE, MARYLAND, that Chapter 22 of the Rockville City Code, entitled "Taxation" be amended so as to renumber Article III entitled "Special Taxing Districts" to Article IV and to add a new Article III entitled "Local Supplement to the State Homeowner's Property Tax Credit" as follows:

CHAPTER 22. TAXATION

ARTICLE I. ADMINISTRATION AND COLLECTION OF TAXES AND ASSESSMENTS; CERTIFICATION OF PAYMENT OF TAXES – IN GENERAL

* * *

ARTICLE II. NEW AND EXPANDED PROPERTY TAX CREDITS FOR
BUSINESSES

* * *

ARTICLE III. LOCAL SUPPLEMENT TO THE STATE HOMEOWNER'S
PROPERTY TAX CREDIT

Section 22-20. Tax Credit.

A tax credit shall be allowed against the City property tax imposed on residential real property if the owner qualifies for the credit under this Article.

Section 22-21. Definitions.

The following words, terms and phrases when used in this Article, shall have the meanings ascribed to them in this section:

(a) "Eligible homeowner" means a taxpayer within the City who has qualified for the State of Maryland Homeowner's Tax Credit Program established pursuant to Section 9-104 of the Tax-Property Article of the Annotated Code of Maryland, as amended (hereinafter referred to as the "State homeowner's property tax credit").

(b) "Taxable year" means July 1 to June 30, both inclusive, for which the City computes, imposes and collects real property tax.

(c) "Total City real property tax" means the sum of all City real property taxes for which an eligible homeowner has property tax liability for a taxable year, but does not include City special assessments and charges, such as for stormwater, refuse and the like, or interest and penalties on overdue real property taxes.

Section 22-22. Amount.

(a) A homeowner's tax credit local supplement shall be allowed to eligible homeowners against the total City real property tax paid by the eligible homeowner for the taxable year in which the homeowner's tax credit local supplement is sought.

(b) The amount of the homeowner's tax credit local supplement shall be equal to thirty-five percent (35%) of the eligible homeowner's State homeowner's property tax credit for the taxable year in which the homeowner's tax credit local supplement is sought.

(c) Notwithstanding the foregoing, the amount of the homeowner's tax credit local supplement authorized by this section shall not exceed the total City real property tax paid by the eligible homeowner for the taxable year in which the homeowner's tax credit local supplement is sought.

Section 22-23. Administration.

The City Manager is responsible for the administration and management of the City's Local Supplement to the State Homeowner's Property Tax Credit Program. The City Manager may take all actions necessary in furtherance of said responsibility including, but not limited to,

- (1) establishing policies and procedures;
- (2) delegating responsibility to appropriate City departments, offices, and staff;
- (3) entering into agreements with other governmental entities or other persons or entities for the operation and/or maintenance of one or more aspects of the City's Local Supplement to the State Homeowner's Property Tax Credit Program.

[ARTICLE III] ARTICLE IV . SPECIAL TAXING DISTRICTS

DIVISION 1. IN GENERAL

Section [22-20] 22-30. Authority and purpose. * * *

Section [22-21] 22-31. Administration. * * *

Section [22-22] 22-32. Budget, appropriation, and tax levy. * * *

Section [22-23] 22-33. Special Taxing District Fund. * * *

DIVISION 2. PARKING DISTRICTS

Section [22-30] 22-40. Town Square Parking District * * *


NOTE: [Brackets] indicate material deleted
Underlining indicates material added
Asterisks * * * indicate material unchanged


* * * * *

I hereby certify that the foregoing is a true and correct copy
of an Ordinance adopted by the Mayor and Council at its
meeting of

Claire F. Funkhouser, CMC, City Clerk

:: About SDAT
:: Businesses
:: Real Property
:: Tax & Assessments
:: Forms & Applications
:: SDAT/Stats
:: Services
:: Search


SDAT
Maryland's largest source of business and real estate data
Maryland State Department of Assessments and Taxation


301 W. Preston St., Baltimore, MD 21201-2395
Toll free in MD 888-246-5941
MD Relay TTY 800-735-2258
Contacts

:: Real Property

(En Español)

What is the Homeowners' Property Tax Credit Program?

The State of Maryland has developed a program which allows credits against the homeowner's property tax bill if the property taxes exceed a fixed percentage of the person's gross income. In other words, it sets a limit on the amount of property taxes any homeowner must pay based upon his or her income.

This plan has been in existence since 1975 when it was known as the "circuit breaker" plan for elderly homeowners. The plan was called circuit breaker because it shut off the property tax bill at a certain point just like an electric circuit breaker shuts off the current when the circuit becomes overloaded. The Maryland General Assembly has improved the plan through the years so that now this program is available to all homeowners regardless of their age, and the credits are given where needed based upon the person's income.

How Is "Income" Defined?

For purposes of the tax credit program, it is emphasized that applicants must report total income, which means the combined gross income before any deductions are taken. Income information must be reported for the homeowner and spouse and all other occupants of the household unless they are dependents or they are paying rent or room and board. Income from all sources must be reported whether or not the monies received are included as income for Federal and State income tax purposes. Nontaxable retirement benefits such as Social Security and Railroad Retirement must be reported as income for the tax credit program. Generally, eligibility for the tax credit will be based upon all monies received in the applicant's household in a given year.

What Are The Other Requirements?

Before your eligibility according to income can be considered, you must meet three basic requirements.

- You must own or have a legal interest in the property.
- The dwelling on which you are seeking the tax credit must be your principal residence where you live at least six months of the year, including July 1, unless you are a recent home purchaser or unless you are unable to do so because of your health or need of special care.
- Your net worth, not including the value of the property on which you are seeking the credit, must be less than \$200,000.

How Is The Credit Figured?

The tax credit is based upon the amount by which the property taxes exceed a percentage of your income according to the following formula: 0% of the first \$4,000 of the combined household income; 1.0% of the next \$4,000 of income; 4.5% of the next \$4,000 of income; 6.5% of the next \$4,000 of income; and 9% of all income above \$16,000.

Using the new higher benefit formula enacted by the 1998 session of the General Assembly, the chart below is printed in \$1,000 increments to show you the specific tax limit for each income level.

Household Income	Tax Limit
\$1 - 4,000	\$0
5,000	10
6,000	20
7,000	30
8,000	40

9,000	85
10,000	130
11,000	175
12,000	220
13,000	285
14,000	350
15,000	415
16,000	480
17,000	570
18,000	660
19,000	750
20,000	840
21,000	930
22,000	1,020
23,000	1,110
24,000	1,200
25,000	1,290
26,000	1,380
27,000	1,470
28,000	1,560
29,000	1,650
30,000	1,740
and up	*

* For each additional \$1,000 of income above \$30,000, you add \$90 to \$1,740 to find the tax limit.

Example: If your combined household income is \$16,000, you see from the chart that your tax limit is \$480. You would be entitled to receive a credit for any taxes above the \$480. If your actual property tax bill was \$990, you would receive a tax credit in the amount of \$510 --- this being the difference between the actual tax bill and the tax limit. Use the Homeowners' Tax Credit Estimator to find out if you should apply for the tax credit.

What Other Limitations?

- Only the taxes resulting from the first \$150,000 of assessed valuation less any Homestead Credit are eligible for the tax credit.
- The credit applies to the ad valorem taxes imposed by the state, county and municipalities, but it does not cover any metropolitan or fixed charges for water and sewer services that may appear on the tax bill.
- If an applicant owns a large tract of land, the credit will be limited to the lot or curtilage on which the dwelling stands and will not include the excess acreage.
- If a portion of your dwelling is used for commercial or business purposes, the credit will be based only upon the taxes for that portion of the dwelling occupied by your own household.
- You may apply for the credit on only the one dwelling which is your principal residence.

How Does One Receive The Credit?

Homeowners who file and qualify by May 1 will receive the credit directly on their tax bill or as a credit certificate issued at the same time the property tax bill is mailed. Persons who file later up until the September 1 deadline will receive any credit due either in the form of a revised tax bill or a tax credit certificate to be used in payment of the bill. Applicants filing after May 1 are advised not to delay payment of the property tax bill until receipt of the credit if they wish to receive the discount for early payment offered in some subdivisions. A refund check will be issued by the local government if the tax bill was paid before the tax credit was granted.

What Happens If One Is Not Eligible?

Whenever homeowners are found not qualified to receive a tax credit, they are informed in writing. The letter gives the reason for

denial and what steps to take if further questions remain. The letter also explains how homeowners can appeal the determination of ineligibility to the local Property Tax Assessments Appeals Board.

When and How Do You Apply?

The Homeowners' Tax Credit is not automatically granted and each person must apply and disclose his or her income. You must apply every year by no later than September 1 on a standard application supplied by the Department of Assessments and Taxation. **However, it is to your advantage to submit the application by May 1 so that any credit due you can be deducted beforehand from the initial July tax bill.**

An application is routinely sent to homeowners who were recipients of a tax credit in the previous year. Applications are available as of February each year at the local assessment offices and at most public libraries, or by calling the Tax Credits Telephone Service at 410-767-4433 (Baltimore Area) or 1-800-944-7403 (Toll Free). **You can download the application from our web site.** Email the Taxcredits Division to request an application.

Once completed, applications should be mailed to:

State Department of Assessments & Taxation
Homeowners' Tax Credit Program
301 W. Preston Street, Room 900
Baltimore, Md. 21201-2395

REMINDER: The deadline for filing an application for the Homeowners' Tax Credit Program is September 1st of each year.

Your Application Is Confidential

Persons filing for the Homeowners' Tax Credit Program are required to submit copies of their prior year's federal income tax returns and to provide the Department with permission to verify the amount of income reported with other State and Federal agencies. The sole purpose for which this information is sought is to determine your eligibility for a tax credit. All income-related information supplied by the homeowner on the application form is held with the strictest confidentiality. It is unlawful for any officer or employee of the State or any political subdivision to divulge any particulars set forth in the application or any tax return filed, except in accordance with judicial or legislative order. This information is available to officers of the State in their official capacity and to taxing officials of any state, territory, or the federal government, as provided by statute.

Prospective Home Buyers

A law enacted by the 2000 session of the General Assembly allows low and moderate income home purchasers to apply in advance for the Homeowners' Tax Credit before acquiring title to the property. The purpose of this program is to help reduce the amount of monies needed at the time of settlement. You must apply at least 30 days before your expected settlement date to receive any credit due at the time of settlement.

For more information, please call the Tax Credit Telephone Service and request Form HTC-NP.

Further Information

The information contained in this pamphlet is necessarily brief and general. Its purpose is to make you aware of the availability of the Homeowners' Tax Credit Program for persons of all ages. If you have any further questions not answered here or if you wish to know how certain features of the program apply to your own case, please call the Tax Credits Telephone Service. We are here to be of service to you.

Revised 03/25/2005 15:18:08



State of Maryland
Department of Assessments and Taxation
www.dat.state.md.us

2005 HOMEOWNERS' PROPERTY TAX CREDIT Instructions and Application Form HTC-60

➡ Filing Deadline - September 1, 2005 ⬅

* IMPORTANT INFORMATION

All applicants are advised that the Department may request additional information from the filer to verify his or her income or that the value of assets, excluding the home, is less than \$200,000.

GENERAL INSTRUCTIONS

The State of Maryland provides a credit for the real property tax bill for homeowners of all ages who qualify on the basis of gross household income. Since eligibility for the program is based upon income, it may be convenient for you to complete this form at the same time you are preparing your federal and Maryland income tax returns. Applications are processed by the Tax Credit Section of the Maryland Department of Assessments and Taxation.

HOW CREDITS ARE GRANTED

Any person submitting this property tax credit application will receive one of the following:

- a credit directly on your July property tax bill if the application, which is properly completed and which is not subjected to audit, is received before May 1, 2005; or
- a tax credit certificate to be used towards payment of the tax bill or for a refund if the bill has already been paid; or
- a written letter of denial stating the reason for ineligibility.

In the event that you receive a tax bill not showing the tax credit you are advised to pay the full tax bill as shown if you wish to receive the discount for early payment offered by Baltimore City and some counties. Anyone who files after May 1, 2005 should not expect to receive the credit in time to take advantage of any discounts for early payment.

ELIGIBILITY

A new application must be filed every year if you wish to be considered for a tax credit. The following table will help you determine if it is worthwhile to apply. If the actual property taxes on your home (based on no more than \$150,000 of assessment) exceed the Tax Limit amount shown on the table for your 2004 gross household income, you may be eligible for a credit and are urged to file this application.

Actual taxes eligible for this credit do not include fixed metropolitan charges which may appear on your tax bill for such services as sewer, water, and improvement repayments, and do not include taxes for excess land acreage or other buildings, or portions of buildings used for business purposes. The chart is a guide only, and the exact amount of your income and property tax will be used to determine your eligibility. If you submit an application, the State will determine your eligibility.

2004 Combined Gross Household Income Before Deductions	Tax Limit
\$1 - 4,000	\$ 0
5,000	10
6,000	20
7,000	30
8,000	40
9,000	85
10,000	130
11,000	175
12,000	220
13,000	285
14,000	350
15,000	415
16,000	480
17,000	570
18,000	660
19,000	750
20,000	840
21,000	930
22,000	1,020
23,000	1,110
24,000	1,200
25,000	1,290
26,000	1,380
27,000	1,470
28,000	1,560
29,000	1,650
30,000	1,740
and up	*

* For each additional \$1,000 of income add \$90 to \$1,740 to find the amount that your tax must exceed.

If you do not understand the table, or if you have any further questions about whether the tax limit for your specific income level will qualify you for a property tax credit, then call the Homeowners' Tax Credit Program at the telephone number shown on the next page under section "Information and Assistance".

OTHER REQUIREMENTS BEFORE FILING

You must satisfy three basic legal requirements before your eligibility according to income can be considered:

- 1 The dwelling for which application is being made must be your principal residence, where you reside or expect to reside for more than 6 months of the tax year, including July 1, 2005 unless you are unable to do so for reasons of illness or your need of special care or unless you just recently purchased your home. An individual who permits pursuant to a court order or separation agreement a spouse, former spouse or children of that person's family to reside in a dwelling in which the individual has a legal interest has met the residency requirement. A homeowner may claim credit for only one principal residence.
- 2 You must have legal interest in the property. Land installment sales contract purchasers and holders of a life estate have sufficient legal interest.
- 3 Your net worth, excluding the value of the property for which credit application is being made, must not exceed \$200,000 as of December 31, 2004.

If the three requirements above are met, the amount of tax credit due, if any, will be calculated on the basis of the gross household income for calendar year 2004.

LIMITATIONS

A maximum of \$150,000 of assessed property valuation, less any Homestead Credit, shall be used for calculating those taxes eligible for credit. Property owners with large tracts of land will have the credit limited to curtilage, which is that amount of taxes on the land necessary for the dwelling and does not include excess acreage. The credit shall be limited to that portion of the dwelling used only for the applicant's residential purposes. Any metropolitan or fixed charges which may appear on the bill are not taxes eligible for credit.

INCOME DEFINED

For purposes of the property tax credit program, it is emphasized that the applicant must report total income, which means the combined gross household income before any deductions are taken. Income information must be reported for the resident homeowner(s), spouse or co-owner and all other occupants of the dwelling unless such other occupants can be claimed as dependents on the applicant's 2004 federal income tax return or unless they are paying reasonable fixed charges such as rent or room and board. Payments toward household expenses by other occupants should be reported as room and board. If the other occupants of the home who are not dependents for Internal Revenue Service purposes are not charged room and board or rent by you, you must include their total gross incomes. Your spouse and all owners on the deed who reside in the dwelling must report their gross income and not room and board.

Income from all sources must be reported whether or not included in the definitions of gross income for federal or State tax purposes. Nontaxable retirement benefits, such as Social Security, must be reported as income for the tax credit program. An applicant must report all monies he or she receives each year. Deductions for IRAs, Keoghs, or Deferred Compensation may not be used to reduce the amount of gross income reported. Losses from business, rental or other endeavors may not be used to reduce the amount of gross income reported. The full amount of an inheritance is income. All gifts in excess of \$300 and expenses paid on your behalf by others must be reported as income.

COPY OF COMPLETE FEDERAL RETURN

If you file a federal income tax return for 2004, you must furnish a photocopy of your complete federal return, including all accompanying schedules and other forms, when submitting this application. If income was derived from a partnership or corporation, a copy of the partnership return (Form 1065, including Schedule K-1) and/or a copy of the corporate return (Form 1120 or 1120S, including Schedule K-1) must also be included. If separate returns were filed by spouses, then a copy of each must be included. A copy of the federal and not the Maryland return is required because necessary income information for the tax credit calculation is only available from the federal return and schedules. Failure to forward a complete and exact copy of the federal income tax return (if you are required to file) will delay the processing of your application.

TIME AND PLACE FOR FILING

The deadline for filing this application is September 1, 2005. However, if you submit a properly completed tax credit application before May 1, 2005, and that application is not subjected to an audit by the Department, then you will receive any credit due you as a credit appearing directly on your tax bill or as a credit certificate issued at approximately the same time that your property tax bill is sent to you. A properly completed application means that the applicant answered all questions; signed the form; furnished copies of the entire federal income tax return, schedules and forms, and copies of the necessary Social Security (SSA-1099) and Railroad Retirement forms (RRB-1099 and RRB-1099R); and responded within a reasonable time period to any subsequent inquiries made by the Department.

Mail your completed application and a copy of your federal income tax return and schedules to the address shown in the "Return To" box on the application. Applicants who cannot provide a copy of their Federal Tax Return with their application before the September 1 deadline are advised to file a tax credit application without the copy of the Federal return. Applicants who file just before the September deadline should consider sending the application by certified mail to have proof of a timely filing.

INCOME VERIFICATION

In individual cases, an applicant may later be requested to submit additional verification or other evidence of income in order to substantiate the application for the property tax credit. An application may be subjected to audit at a later date. If an applicant reports insufficient monies to meet basic living expenses, then additional information will be requested.

INFORMATION AND ASSISTANCE ☎

When calling for information or an application, you will reach an automated voice response telephone system that is generally in operation 7 days a week, 24 hours a day. With this telephone system, you can call our office to find out the current status of your application or to request an application. The best times to call our office if you need to speak to someone directly are on Thursday or Friday. Calls to our office are heaviest in January to mid-February, throughout the month of July and in late August.

Baltimore Metropolitan Area
410-767-4433
All Other Areas
1-800-944-7403

SPECIFIC INSTRUCTIONS

FOR CERTAIN LINE ITEMS ON FORM HTC-60

Line 11 - PROPERTY ACCOUNT NO.:

With the exception of Baltimore City, every County uses the property account number to identify the property. In Baltimore City, the Ward/Section/Block and Lot number is used instead to identify the property. In either case, you can obtain the appropriate identification number from your property tax bill or assessment notice.

LINE 13 - PRINCIPAL PLACE OF RESIDENCE:

You may apply for a tax credit for only the one dwelling which is your principal and actual residence for more than 6 months of the tax year, including July 1, 2005. One exception is for persons who purchased their home after July 1, 2005.

LINE 14 - NONDEPENDENT RESIDENTS:

Every applicant must answer this question and list the name(s) of any non-dependent resident(s) in the home. If none, write NONE and not N/A.

LINE 15 - REASONABLE FIXED CHARGES FOR ROOM AND BOARD

If you report receiving room and board from nondependent occupants of your household, the amount must be reasonable. If you receive no monies from these occupants, you must write the word NONE and report their gross income in item 18, Column 3 (All Others). Room and board, rent, or household expenses paid can be reported for nondependent occupants but not for spouses and resident co-owners who must report their gross income along with that of the applicant.

LINE 18 - SOURCES OF INCOME

You will note that any IRA income must be reported on a separate line from other pensions and annuities.

If you have a pension or IRA rollover, attach a copy of the Form 1099-R and proof of the deposit into another tax deferred account.

LINE 20 - PERJURY OATH/SOCIAL SECURITY RELEASE:

By signing the form, the applicant is attesting under the penalties of perjury as to the accuracy of the information reported and that the three basic legal requirements for filing have been met. In addition, the signature also authorizes the Social Security Administration, the Income Maintenance Administration, Unemployment Insurance, the State Department of Human Resources and Credit Bureaus to release to the Department of Assessments and Taxation any and all information concerning the income or benefits received by the applicant.

PRIVACY AND STATE DATA SYSTEM SECURITY NOTICE

The principal purpose for which this information is sought is to determine your eligibility for a tax credit. Failure to provide this information will result in a denial of your application. Some of the information requested would be considered a "Personal Record" as defined in State Government Article, § 10-624 consequently, you have the statutory right to inspect your file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Additionally, it is unlawful for any officer or employee of the state or any political subdivision to divulge any income particulars set forth in the application or any tax return filed except in accordance with judicial legislative order. However, this information is available to officers of the state, county or municipality in their official capacity and to taxing officials of any other state, or the federal government, as provided by statute.

FORM
HTC-60



State of Maryland
Department of Assessments and Taxation
Homeowners' Property Tax Credit Application

2005

Please Read Instructions Before Completing This Application Answer Every Question Or Mark It None

1	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name and Middle Initial	2	Your Social Security Number	3	Your Birth Date	4	Daytime Telephone No.	
5	Full Name of Spouse and/or Co-Owner living in the property			6	His/her Social Security Number	7	His/her Birth Date			
8	Property Address (Number and Street or Rural Route)				City, Town, or Post Office		County	Zip Code		
9	Mailing Address (if Different from Above Attach explanation why)				City, Town, or Post Office		County	Zip Code		
10	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed (specify date)									
11	Furnish the Following from Your Tax Bill or Assessment Notice			Property Account No. (except Baltimore City)		Ward	Sect	Block	Lot	Incorporated Town, if Any

For Baltimore City Only

TURN OVER TO OTHER SIDE TO COMPLETE AND SIGN THE APPLICATION

DO NOT WRITE BELOW - OFFICE USE ONLY

				Deed	Name Code
				Co. Code	Mun. Code
				Account Number	
				Applicant's Name	
				Premise Address	
				Md Entry	
Applicant's Birth Date	MO	VR			
			<input type="checkbox"/> STATUS <input type="checkbox"/> HOLD		
Social Security #1			<input type="checkbox"/> USE <input type="checkbox"/> HARMLESS		
Social Security #2	Property Description		Total Assessment 2005/2006	Appl #	
			Homesite & Dwelling	Homestead Credit	

☐ Yes ☐ No

If yes, please attach to this application a separate list of where the properties are located, their property account numbers and their Use

☐ Yes ☐ No

Yes No

'no explain

(▼ You must answer this question ▼)

Name	Relationship
------	--------------

S _____ per _____ (week/month)

☐ Yes ☐ No

If yes, then circle which Use (a, b, c) and indicate what percentage of the dwelling is used for your own residential purposes.

a) Total number of apartments in the property, including vacant apts

	Gross	Net
1. Sales	100	100
2. Cost of goods sold	(60)	(60)
3. Gross profit	40	40
4. Selling expenses	(10)	(10)
5. Administrative expenses	(5)	(5)
6. Depreciation	(2)	(2)
7. Interest	(1)	(1)
8. Income taxes	(3)	(3)
9. Net income	19	19

SOURCES OF INCOME IN 2004	(1) APPLICANT	(2) SPOUSE OR RESIDENT CO-OWNER	(3) ALL OTHERS	OFFICE USE ONLY
When a document is requested, please DO NOT send the original, send a copy. If no Social Security, Railroad Retirement or other pension benefits were received, then you must enter zero (0) in the appropriate space.				

Wages, Salary, Tips, Bonuses, Commissions, Fees

Interest (taxable & non-taxable)

Dividends (& nontaxable distributions)

Capital Gains (includes non-taxed Gains)

Rental income (Net)

Business Income (Net)

Room & Board (See instructions for line 15)

Unemployment Insurance, Workers Compensation (Circle which)

Autism Support Money Public Assistance Grants (Circle which)

Social Security (Attach a copy of 2004 Form SSA-1099). SSI Benefits (Circle which)

Railroad Retirement (Attach a copy of 2004 Form RRB-1099 and RRB-1099R)

Other Federal Pensions (Not including VA Benefits) per year:

Veteran's Benefits per year

Persons (if a rollover, see instructions for line 8)

Annuities (if a rollover, see instructions for line 8)

RAs (if a rollover, see instructions for Line 8)

Deferred Compensation (Attach a W-2 Statement)

Gifts over \$300, Expenses Paid by Others, Inheritances (Circle which)

All other income (Indicate Source)

TOTAL INCOME, CALENDAR YEAR 2004

☐ Yes ☐ No If yes, a copy of your return (and if married, filing jointly, a copy of your spouse's return) must be submitted with this application.

20 I declare under the penalties of perjury, pursuant to Sec. 1-201 of the Maryland Tax-Property Code Ann., that this application (including any accompanying forms and statements) has been examined by me and the information contained herein, to the best of my knowledge and belief, is true, correct and complete; that I have reported all monies received; that I have a legal interest in this property; that this dwelling will be my principal residence for the prescribed period; and that my net worth is less than \$200,000 excluding the value of the subject dwelling and homestead. I understand that the Department may request at a later date additional information to verify the statements reported on this form, and that independent verifications of the information reported may be made.

Further, I hereby authorize the Social Security Administration, Comptroller of the Treasury, Internal Revenue Service, the Income Maintenance Administration, Unemployment Insurance, the State Department of Human Resources, and Credit Bureaus to release to the Department of Assessments and Taxation any and all information concerning the income or benefits received

Date _____

Spouse s or Resident Co-owner s Signature

Date _____

2009

FOR INFORMATION CALL

Department of Assessments and Taxation
Homeowners' Tax Credit Program
301 W. Preston Street
9th Floor, Room 900
Baltimore, Maryland 21201



Baltimore Metropolitan Area
410-767-4433
All Other Areas
1-800-944-7403



City of Rockville

MEMORANDUM

April 11, 2005

TO: Scott Ullery
Jenny Kimball
Dominic Del Pozzo

FROM: Rockville's Communications Team (Doug Breisch, Neil Greenberger, Betsy Robbins, Nancy Zombolas)

SUBJECT: Outreach proposal for tax circuit breaker included in the FY 2006

We have discussed an organized campaign to publicize the Tax Circuit Breaker that will be included in the FY 2006 proposed City Budget. The ideas listed below include some methods not typically used to publicize Rockville programs and events, but we carefully considered the target audience. We also are very aware that some of the people we are trying to reach do not speak English as a first language. We are also aware that some of our target audience may not have access to the Internet or cable television. This leads to translating the information (cost involved) and a decision that needs to be made about how many languages to which this should be translated. It should be noted that there will be costs involved if some of these ideas are implemented and direction will be required as to from where those funds would come.

One other thought before our campaign gets underway: We all think the term "Circuit Breaker" is not very good for this program. We realize that is the term that is used by the State of Maryland to describe its program, but this term is hard to describe in a public relations campaign of this type, and especially could be particularly confusing in regard to some of our target audience (made us wonder if the state's and county's failure to get better participation among eligible parties could be due to the bad term they have been using). If possible and appropriate, we recommend coming up with an appropriate name for Rockville's program that would be an easier sell – and might attract better participation. A new program name would have to be addressed immediately if we are to consider creating one.

A special logo to give all avenues of the public relations campaign a common identity also might be appropriate.

We must remind all of those eligible that they must reapply each year for the State program and inform them what they must do to be eligible for the City program.

Another thought: If we are going to have this significant campaign that hopeful produces results, we need to designate staff in City Hall would can answer questions and provide help filling out forms (English and Spanish / other languages).

Rockville “Tax Circuit Breaker” Outreach Proposal

- First steps: Identify target audience and timing of campaign
 - Possibly use GIS and homeowner information to identify residents that might qualify for program (home sale prices or assessments could help us pinpoint neighborhoods / individuals)
 - Timing: Identify best times for coordination (we believe Sept. 1 is sign-up deadline and we know late summer is generally bad to inform people of new things)
 - Determine languages that may be needed for translation
 - There are several translation services available. Charges are by the word and vary depending upon the language. An estimate for various products: About \$80-\$100 per language for which we seek translation services
 - Need to identify funding sources for all campaign elements that require costs
- *Rockville Reports*
 - Stories could run each month from May through the September edition (which would get to homes about the last week in August)
 - Some months the stories could include translations in other languages
- www.rockvillemd.gov
 - Information would be posted throughout campaign
 - Information could appear in translated form
- The Rockville Channel (TRC 11)
 - Bulletin Board messages could run throughout each day (in English and Spanish)
 - Create a segment for “Cityline” program
 - Create stories for “City Hall Report” program
 - Public Service Announcements of 30 seconds (English and Spanish)
 - City Manager’s Report at Mayor and Council General Sessions (if Scott gives information about the program, it would be part of live and replayed broadcasts)
- News Releases
 - Program hopefully would get attention in mainstream media
 - Would go to publications in that print in other languages and Telemundo TV
 - We have had great success with smaller independent publications and civic association newsletters reprinting our information

- Direct mail
 - If we could identify potential target residences, we could send direct mail to those homes (mailing costs involved)
- Paid advertising in The Gazette newspaper
 - For some types of information, this is among the most effective methods. However, this is considerable cost involved and to get home the point may require a series of ads
- Door hangers
 - If we could identify target homes, this could be a very effective means. (Would likely require cost of finding group to place hangers – maybe Art Billings' group of kids?)
- Mailings with Rockville Utility Bills
 - Either as part of *Meter Reader* or as a separate insert (this would require virtually no cost)
- Posters
 - Could be placed in City facilities such as Twinbrook, Lincoln Park and Senior Center / City Hall
 - Rockville and Twinbrook libraries?
 - Give to Caregiver agencies to post in their facilities
- Informational brochure
 - Would be available for targeted locations and meetings
- Community meetings
 - The monthly Charlas meetings of Hispanic parents could be a great opportunity to explain the program
 - Sessions at the Senior Center would likely reach our target audience
- Flyers for store windows / community bulletin boards
 - These could be translated in several languages. Placed in windows of specific stores that cater to people of specific languages (we have had good cooperation in the past when we have asked stores to post this type of information)
 -
- Information given directly to potential target audience
 - Information could be given to participants in the REAP program
 - Provide information to residents who work through the City's Division of Community Services programs
 - Forms should be made available in the Rockville and Twinbrook libraries

- Letters to places of worship
 - We do not normally use this method for City communications, but in this case, it might be a very effective method if ministers, etc. speak about the program or put information in their newsletters/bulletins